

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

June 3, 1983

ALL-COUNTY LETTER NO. 83-48

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICES
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS
ALL COUNTY STAFF DEVELOPMENT OFFICES

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide claiming instructions for the April through June 1983 quarter. Included is clarification of In-Home Supportive Services Medi-Cal caseworker activities and various claim format and footnote corrections.

The following forms are to be used for the April through June 1983 quarter claim and are forwarded to counties separately.

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	7/82	DFA 327.8	1/83*
DFA 325.1A	7/81	DFA 327.8A	10/82**
DFA 325.2	1/83	DFA 327.8B	10/82
DFA 325.3	10/82	DFA 327.8C	1/83
DFA 325.4	1/83*	DFA 327.8D	1/83**
DFA 325.4A	1/83	DFA 403	7/82
DFA 325.4B	1/83	DFA 50	11/82
DFA 327.1	1/83	DFA 419	1/83
DFA 327.2	1/83**	DFA 43	1/83
DFA 327.3	1/83	DFA 46	1/83
DFA 327.4	1/83	DFA 47	1/83
DFA 327.5	10/81**	DFA 323	1/83*
DFA 327.6	1/83*	DFA 856	4/82
DFA 327.7	1/83*		

*Indicates revision this quarter.

**Correct per instructions contained in letter.

Errata to Department of Health Services Letter No. 83-19

It has been brought to our attention that IHSS time study information contained in the Department of Health Services (DHS) Letter No. 83-19, dated February 28, 1983 has been misinterpreted by some counties. When identifying caseworkers, the term "social workers" was used rather than social services staff.

Please be advised that there was no intent to limit these activities to social workers. The categories of social services staff who are to time study are listed on the the reverse side of the DFA 46, Social Services Time Study.

AFDC Foster Care (FC) and Nonassistance Food Stamps (NAFS)

Due to time constraints, the line identifications and instructions for the AFDC-FC and NAFS programs were not corrected to agree with the latest revision of the DFA 323. Format corrections for these programs on the DFA 327.2, DFA 327.5, DFA 327.7, DFA 327.8, DFA 327.8A and DFA 327.8D will be provided during the July - September 1983 quarter. Counties are advised to use the following instructions for the April - June 1983 quarter:

DFA 327.2 - Eligibility and Nonservices Program Distribution, Footnote 1

AFDC Foster Care (FC) - The ratio shown on Line G3 of the DFA 323 is to be carried forward to Line B, Column 2 on the DFA 327.2.

Nonassistance Food Stamps (NAFS) - The ratio shown on Line B3 of the DFA 323 is to be carried forward to Line G, Column 2 on the DFA 327.2.

DFA 327.5 - Modification A, Part B, AFDC-FC

In Column 2 of Line A enter the AFDC-FC intake hours from the DFA 323, Line G1.

In Column 2 of Line B enter the AFDC-FC total hours from the DFA 323, Line G3.

DFA 327.8A, Part 2, AFDC EW Staff/Costs - FC

For Lines A1 and A2, the hours in Section G, Lines G1 and G2 on the DFA 323 are to be carried forward and accumulated on the total lines provided. For Line A, Column 2 should reflect the total program hours and as a cross-check should equal the total allocable hours in Section G, Line G3 on the DFA 323.

DFA 327.8D, Part 1, NAFS EW and Staff Distribution

For Line A1, carry forward the hours shown on the DFA 323, Section B, Line B1. For Line A2 carry forward the hours shown on the DFA 323, Section B, Line B2 and combine with any Food Stamp Administrative Hearing hours identified on the DFA 323, as appropriate. Accumulate on the total hour lines provided.

Claiming Form Changes

The changes to each form are detailed below:

1. DFA 325.4 - Staff Development Distribution - Part I

Separate program information has been consolidated into one line for Footnotes 5A, 5B, and 5C.

2. DFA 327.2 - Eligibility and Nonservices Program Distribution

Refer to instructions contained in this letter for AFDC-FC and NAFS.

3. DFA 327.5 - Reimbursement for Nonfederal Aid to Families with Dependent Children, Modification A, Part B

Refer to instructions contained in this letter for AFDC-FC.

4. DFA 327.6 - Social Services Fund Distribution Report

Staff Development grids in Column 1 have been opened for both the Adoptions Program, Line D, and the WIN program, Line F. Accordingly, instructions for each program have been added to Footnote 1.

Deletes Footnote 2, for WIN.

Footnotes 3 and 4 have been expanded to accommodate the above staff development change for Adoptions and WIN.

5. DFA 327.7 Eligibility and Nonservices Nonfederal Fund Distribution Report

Line Y has been corrected to show Staff Development - Emergency Assistance - ANEC.

Footnote 12 for Lines A,B,I,T,U,X, and Y has been corrected to show 50 percent of Column 2. Line G information has been included to show 75 percent of Column 2 plus 50 percent of Column 3.

Minor corrections have been applied to Footnotes 15 and 19.

6. DFA 327.8 Total Expenditures Fund Distribution Report

Emergency Assistance-ANEC has been transferred from Line 24 to Line 10. This shift necessitated renumbering the footnotes for State Adult Programs to County Medical Services Program - NON RRP/CHEP.

Footnote 1 has been corrected to show Line U instead of Line T. Footnote 16, Medi-Cal, has been corrected to show Line W instead of Line V. Footnote 17, General Relief, has been corrected to show Line P instead of Line O. Footnote 18, Other County Only Programs, has been corrected to show Line O instead of Line N.

Footnote 25 adds State Health Care Funds instructions.

7. DFA 327.8A - AFDC EW and Staff Cost Distribution, Foster Care

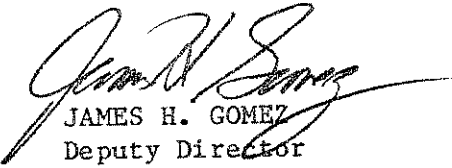
Refer to instructions contained in this letter.

8. DFA 327.8D - NAFS EW and Staff Distribution Report

Refer to instructions contained in this letter.

9. DFA 323 Eligibility Time Summary and Program Allocation Ratios -
Rearranges the AFDC Foster Care Program and the Nonassistance Food Stamp Program to correspond to the DFA 43, Eligibility Time Study.

Please refer claiming questions to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS (8) 485-7046. Allocation questions are to be directed to the County Administrative Expense Control Bureau at (916) 322-5802 or ATSS (8) 492-5802.


JAMES H. GOMEZ
Deputy Director
Administration

cc: CWDA